

RECREATION AND PARKS ADMINISTRATION MANAGER

GRADE: 27

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Recreation and Parks Administration Manager performs difficult professional and administrative work relative to the administration of the Recreation and Parks Department, including budgetary and financial administration, Strategic Plan, development review, project management, citizen and neighborhood outreach, staff training programs, grants, research, and special projects. The work requires regular contacts with officials and managers, both within and outside the City and involves considerable tact, discretion, and persuasion in obtaining desired results. While the work requires limited physical effort, by its nature and diversity it is stressful. The incumbent's work is subject to functional policies and goals under the direction of the Director of Recreation and Parks and has serious consequences relative to program development and service delivery.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Under direction, provides executive level assistance to the Director of Recreation and Parks and managers in the department, primarily Management Team members.
- Coordinates and administers preparation of the budget and the Strategic Plan.

- Monitors expenditures, revenues, accounting and cash handling procedures.
- Monitors purchasing activities and serves as department coordinator for administration of and compliance with purchasing rules and regulations.
- Evaluates fee structures and makes recommendations.
- Serves as department representative to the City-wide Development Review Committee and coordinates input from all department divisions to development review processes.
- Serves as staff to Mayor and Council appointed commissions/committees as assigned.
- Researches, develops, and implements administrative policies/procedures.
- Performs research and analysis of administrative and/or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.
- Plans and coordinates major research and administrative projects.
- Develops reports and studies by maintaining, compiling, analyzing and projecting statistical data, coordinating material from various sources and writing or editing narratives.
- Prepares memoranda, letters and other documents for the signature of the Director of Recreation and Parks, City Manager and other staff.
- Develops grant proposals.
- Develops award applications and entries in cooperation with other department staff.
- Reviews and edits reports, memos, letters, etc. written by other staff for proper grammar, style, form, and consistency.
- Acts as liaison with other departments, public agencies, and the public as assigned.
- May supervise or provide lead direction to professional level or clerical support staff.
- Researches and maintains files on technical specifications, requests for proposal, and other forms of specifications.
- Assists in the development and implementation of capital improvement projects by drafting requests for proposals, coordinating contractor selections, negotiating and administering agreements, monitoring and reporting on project progress.
- Develops, coordinates and implements citizen input processes for CIP projects.
- Monitors information on trends and practices in the Recreation and Parks field and makes recommendations for adjustments to department services and methods responsive to trends.
- Coordinates public relations efforts as assigned by preparing press releases, public information materials, meeting with citizens and community groups and responding to complaints received by the department.
- Works with other staff to plan, coordinate, implement and staff Special Events.
- Performs other duties and related tasks as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in business, public administration, recreation and parks administration or related field and five years of progressively responsible experience in business, public, recreation or parks administration, including at least two years with lead program management responsibility. A Masters Degree in a related field is desirable but not required. Must possess a driver's license valid in the State of Maryland; or ability to provide suitable transportation, which is approved by the Director of Recreation and Parks.

Preferred Knowledge, Skills and Abilities:

Knowledge of:

- the principles and practices of public administration.
- standard office methods and procedures.
- the principles of municipal budgeting and administrative procedures.

Skill to:

- prepare clear and concise reports and correspondence.
- make oral presentations at public meetings, forums and department meetings.
- perform statistical analysis and prepare and control budgets.
- Research, locate and compile appropriate data, information and material.
- accurately analyze, interpret and evaluate administrative and technical issues and make appropriate recommendations for action.
- take best advantage of word processing and other office- and management-related computer software, including tracking/scheduling software, GIS, Access and Excel.

Ability to:

- establish and maintain effective working relationships with the public, elected and appointed officials, department and city-wide staff and city advisory bodies.
- work independently, be as self-starter, and meet established deadlines.
- train, supervise and evaluate staff.
- mediate disputes.
- read and interpret construction plans, specifications, and other development-related documents.
- Pro-actively anticipate trends and new issues/problems and their impact on R&P operations.
- manage assigned functions and programs.